



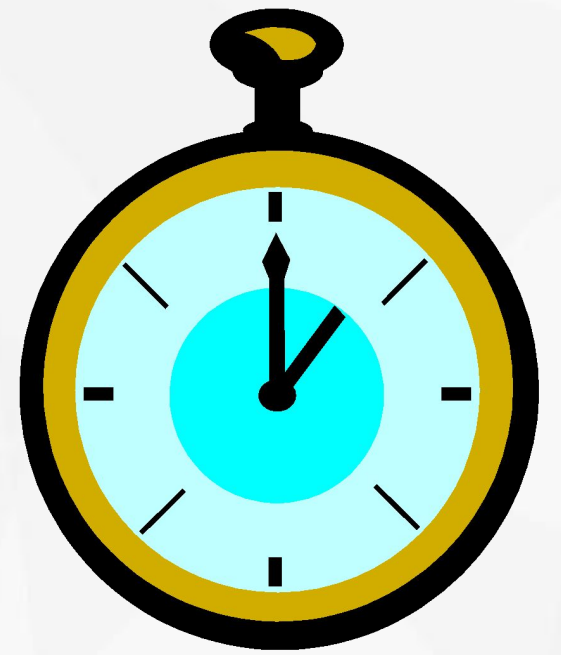
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Action
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Time Management

Organizing Committee President - Thomas Akynov

Expectations

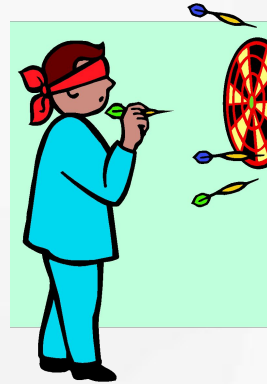


Benefits of time management

- Efficient
- Successful
- Healthy

Obstacles to effective time management

Unclear objectives



Disorganization



Inability to say
“no”



Obstacles to effective time management

Interruptions



Periods of inactivity

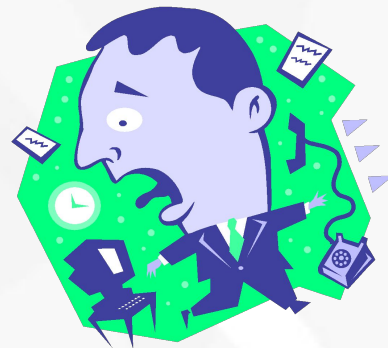


Obstacles to effective time management

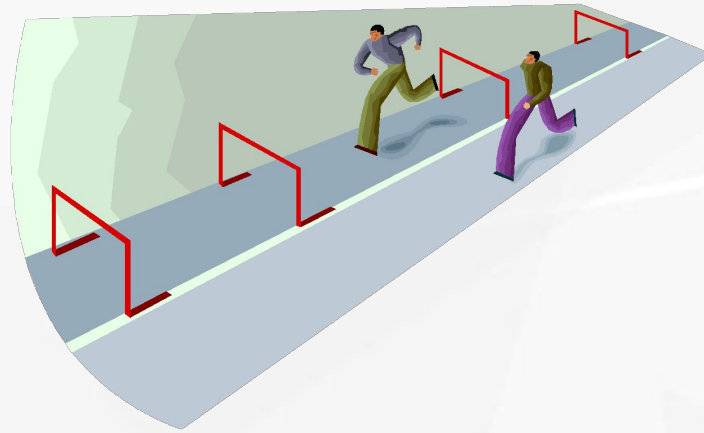
Too many things at once



Stress and fatigue



What can we do?



Recognize that obstacles exist

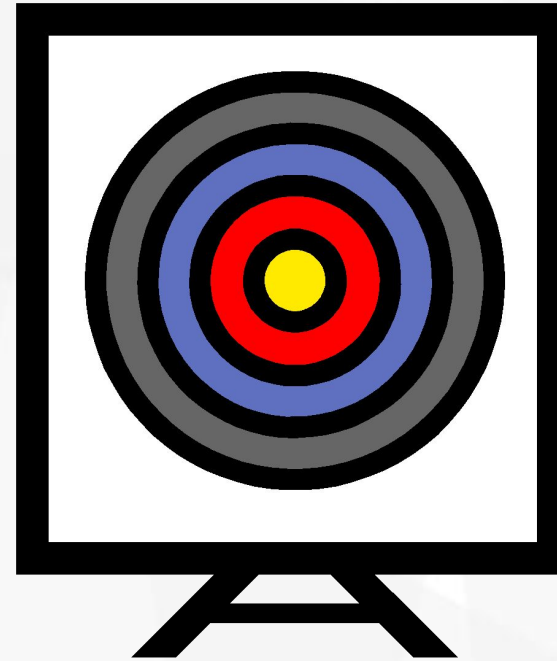
Identify them

Employ strategies to overcome



Set goals

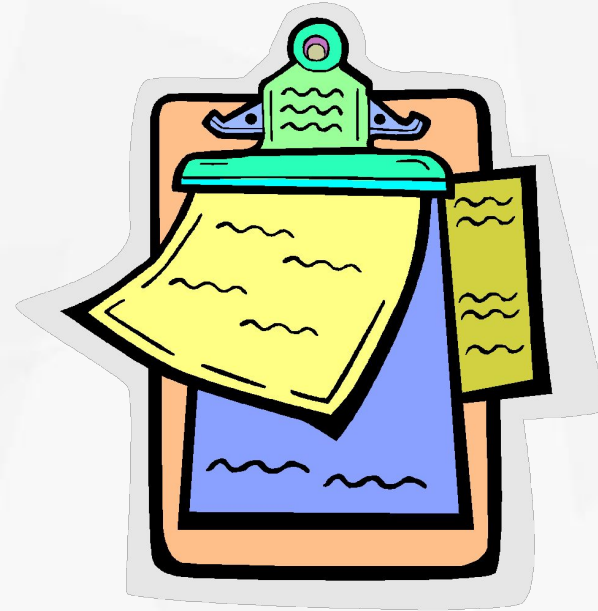
- Specific
- Measurable
- Achievable
- Realistic
- Time-based



Practice

Prioritize

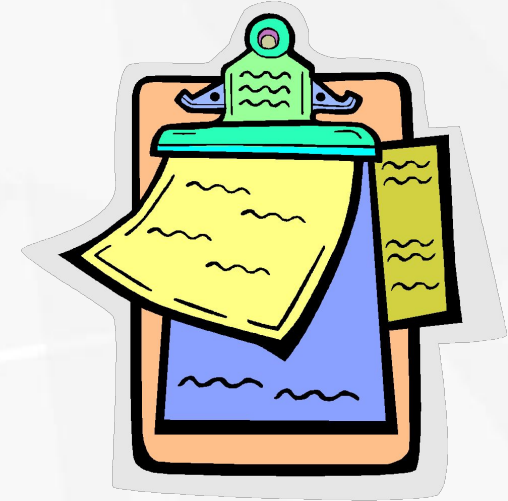
- Do
- Delegate
- Delay
- Delete



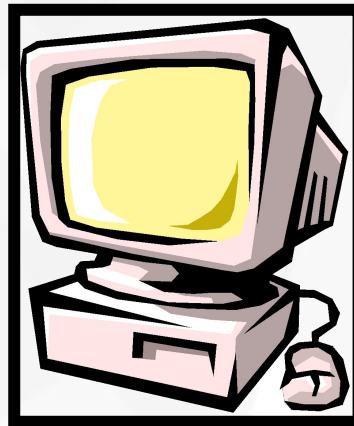
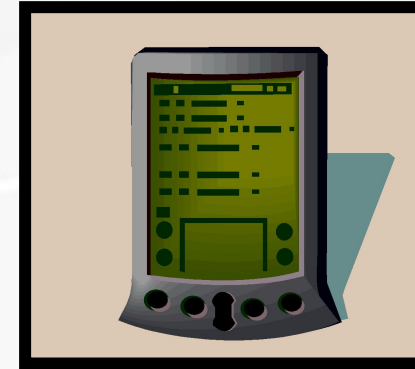
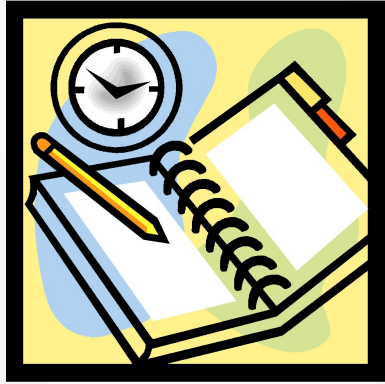
Practice

Prioritize

1. Accomplish what you can early
2. Attach deadlines to things you delay



Organize

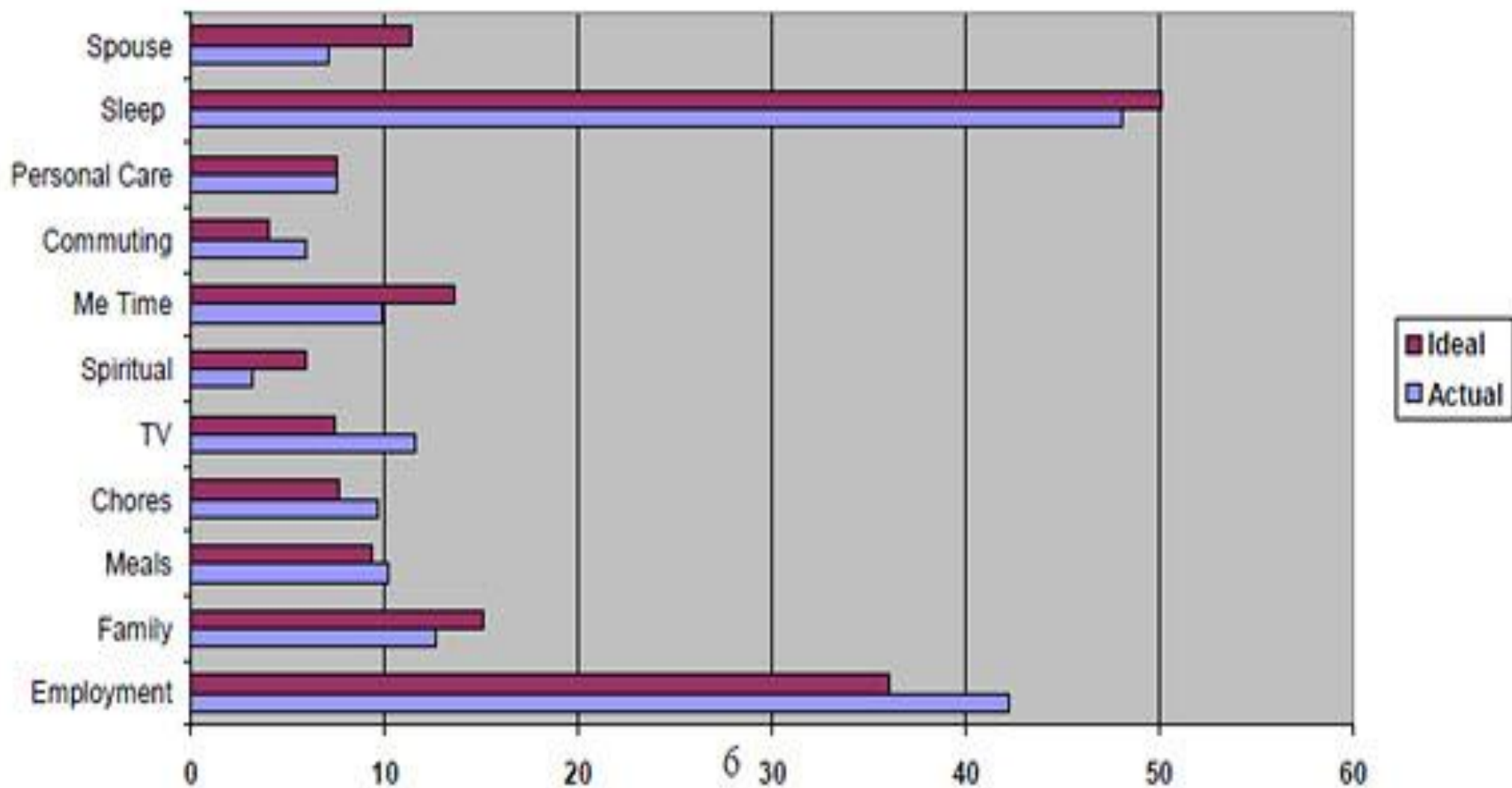


Use your waiting time

- On public transportation
- At the doctor's office
- Waiting for your plane
- On hold
- When you are early



HOURS PER WEEK BY ACTIVITY - ALL PARTICIPANTS



Consider your personal prime time

- Morning?
- Evening?
- Late night?



Thank you for your attention

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